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Executive Registry

1-7290

11 April 1951

Plans

MEMORANDUM FOR: Chief, Medical Staff

~~SECRET ONLY~~

SUBJECT : Emergency Plans

1. General Agency policy governing plans to insure continuity of essential Agency functions in case of actual or imminent devastating attack on Washington is stated below:

a. Emergency Agency Relocation Center will be the [REDACTED]

25X1A6a

25X1A6a

b. Provision will be made for a 90-day minimum period of emergency operations at the Center, during which time action will be initiated to reconstitute and, if appropriate, relocate the Agency.

c. A very limited number of Agency senior officials and essential support personnel will be designated by name to report directly to the Center in case of real emergency.

d. The Center will not be identified with CIA. Knowledge of its emergency purpose will be confined to those individuals indicated in (c) above.

e. Dependents cannot be accommodated at the Center.

25X1A

g. Control stations and rally points will be established at locations on the outer rim of Metropolitan Washington to which the bulk of Agency personnel will report for instructions.

2. The Assistant Deputy Director, Administration (General) has been designated as Emergency Planning Officer for the Agency.

3. a. Allocation of total number of individuals of your Office, including yourself, to be designated for initial immediate movement to [REDACTED] in case of emergency is given below:

25X1A6a
25X1A6a

Document No. 9
No Change in Class. ☐

☐ Declassified

Class. Changed to: TS

Next Review Date:

Auth.: HR 70-3

Date: 02 02 1989

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(Number of Individuals)

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b. The above allocation does not include personnel for Control and Medical Screening Stations.

4. Please furnish to the Emergency Planning Officer by 27 April 1951:

a. A list of names of individuals whom you desire to designate within your total allocation, including for each name:

- (1) Position title (including division, branch or staff).
- (2) Age.
- (3) Sex.
- (4) Office location (building and room number).
- (5) Office telephone number.
- (6) Home address.
- (7) Home telephone number.
- (8) Marital status and number of dependents.

b. Your recommendations for succession to responsible positions within your Office at the Division Chief and similar level, and to include your own position, for use in case of serious injury or death of incumbents incident to a "disaster" situation.

5. Detailed instructions covering both the initial group and the balance of Agency personnel will be issued later.

6. Knowledge of the contents of this memorandum will be restricted to the fewest number of individuals essential to the preparation of reply, and will in no case be communicated to any individual not to be included in list called for by paragraph 4. a. above.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE



Deputy Director
(Administration)

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